



Employee Information Sheet

*required to be on file for all employees 18 and younger
(Businesses may use this form or create one of their own)

Name: _____

Home Address: _____ City: _____ State: _____

Date of Birth: _____

Date of Hire: _____

Enrolled in School? Yes _____ No _____

School of Attendance: _____

Employees file must include proof of age.

In addition, minors age 14 and 15 are required to have on file an Eligibility to Work Form signed by a school official from their school of attendance.

Time records which shall state the number of hours worked each day, starting and end times, and break times, must be available at the location in which the minor is employed.